

UNIVERSITÉ DE TECHNOLOGIE DE COMPIÈGNE

UTC

Direction des ressources humaines



**GUIDE TO RECRUITMENT OF
TEACHERS
TEACHER-RESEARCHERS
AND RESEARCHERS**

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PREAMBULE

Since 2015, the way in which the recruitment plan was developed has evolved to articulate the strategic analyzes of research and training that motivate job applications, so as to highlight convergences and dissensions. It was also a question of articulating the opinions of the Scientific Council (SC) and the Council of Studies and University Life (CEVU) in a single analysis of these requests and arguments.

The prioritized recruitment needs thus discussed and formalized are subject to arbitration at the management level, within the framework of the financial capacity of the establishment and the sustainability of the wage bill, and based on a number of strategic criteria.

The procedures for drawing up the recruitment plan (bodies involved, timetable, prioritization criteria and context) are brought to the attention of the stakeholders before its deployment.

1. A RECRUITMENT CAMPAIGN

- the terms and conditions of which vary according to the type of position to be filled;
- based on regulations or UTC Board of Directors' deliberations;
- and refers to the principles adopted by the institution (see below).

This guide, for the use of staff of the institution as well as applicants, describes precisely, according to each type of teaching and research position to be filled, the recruitment procedures in force at the UTC.



2. CODE OF CONDUCT FOR RECRUITMENT



The University of Technology of Compiègne was awarded the HR Excellence in Research (HRS4R) label in December 2016. Adhering to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, the UTC has long been committed to respecting the principles enshrined in the OTM-R policy and to developing an open, transparent and merit-based recruitment policy.

The OTM-R policy and to develop an open, transparent and merit-based recruitment policy is available on the UTC institutional site:

<https://www.utc.fr/utc/lutc-en-brief/an-innovative-model/european-charter-of-researchers/>

3. TEACHERS-RESEARCHERS

References

Education Code,

Decree No. 84-431 of 6 June 1984 laying down the common statutory provisions applicable to lecturers-researchers and laying down the special status of the faculty of universities and the faculty of lecturers (Articles 22 to 30 and 33 for lecturers and Articles 42 to 49-3 and 51 for professors of universities),

Guide to the operation of the Higher Education Selection Committee provided for in Article L.952-6-1 of the Education Code and in Articles 9 to 9-2 of Decree No 84-431 of 6 June 1984 of the DGRH in force.

Recruitment may only take place on a job allocated for that purpose during the employment campaign.

Teacher-researchers have a dual mission of teaching and research. They shall contribute to the performance of the tasks of the public service of higher education provided for in Article L. 123-3 of the Education Code as well as to the performance of the public research tasks mentioned in Article L. 112-1 of the Research Code. (Article 2 of Decree No. 84-431).

3. 1. TYPES OF RECRUITMENT

3. 1. 1. LECTURERS

Recruitment of lecturers (MCF) shall be effected by competition, transfer and secondment as follows:

- a first competition open to candidates holding, on the closing date of the registrations, the doctorate or the HDR. or dispensed (Article 26-I-1°);
- a second competition open to teachers holding secondary education who have been performing their duties in that capacity in a higher education institution for at least 3 years on 1 January of the year of the competition and who hold a doctorate or an HDR. (Article 26-I-2°);
- a third competition open to candidates who, on 1 January of the year of the competition, have at least 4 years of actual professional activity in the preceding 7 years (except teaching, research and certain other activities) and to full-time associate teachers who have held office on 1 January of the year of the competition or who have ceased their duties for less than one year (Article 26-I-3°);
- a fourth competition open to teaching staff holding the École Nationale Supérieure d'Arts et Métiers performing their duties in that capacity in a higher education institution for at least 3 years on 1 January of the year of the competition and holding the doctorate or the HDR. (Article 26-I-4°);
- by contract open to the beneficiaries of the obligation to work provided that the disability has been found to be compatible with the post. Candidates must have the same degree (doctorate or HDR.) or level of study as in the first competition and must be entered on the list of qualifications for the post of lecturer or be exempted from it (Article 29); successful candidates are recruited by contract



for a period equal to that of the probationary period provided for the corps of lecturers and then given tenure after assessment of their professional aptitude, in accordance with the provisions laid down by Decree No. 95-979 of 25 August 1995;

- by transfer; if the duration of the assignment in their home institution is less than three years, applicants must obtain the agreement of their head of institution after obtaining the opinion of the board of directors in a formation restricted to teacher-researchers and, where appropriate, of the director of the IUT (Article 33).

3. 1. 2. UNIVERSITY PROFESSORS

The recruitment of university professors (PR) is carried out by competition, transfer and secondment as follows:

- a competition open to candidates holding an HDR. (Article 46(1)) or dispensed (State Doctorate or other dispensations) at the closing date of the registration;
- within the limit of one ninth of the jobs put up for examination in all the disciplines, by open competition to MCF holders of the HDR. who have completed, on 1 January of the year of the examination, 5 years in higher education or have been entrusted for at least 4 years, on 1 January of the year of the examination, with a cultural, scientific and technical cooperation mission pursuant to Law No 72-662 of 13 July 1972. Candidates must be assigned to an institution of higher education different from that in which the examination is opened or must have completed as MCF a mobility of at least two years (Article 4 6-2°);
- within the limit of one-ninth of the posts, by open competition to the MCF holders, on the closing date of the registrations, of the HDR. and who have completed, on 1 January of the year of the competition, 10 years in a higher education institution of which 5 years as MCF holder or trainee (Article 46(3));
- up to two-ninths of the jobs put up for competition in all the disciplines, by open competition to candidates with, on 1 January of the year of the competition, 6 years of actual professional activity in the preceding 9 years (except teaching, research and certain other activities); full-time associate teachers who were in office on 1 January of the year of the competition or who had ceased to hold office for less than one year; the MCF members of the Institut Universitaire de France; research directors meeting certain conditions (Article 46(4));
- within the limit of one-ninth of the posts, by competition reserved for MCFs and equivalent teacher-researchers, holders of an HDR. or an equivalence or who have held, on 1 January of the year of the competition, for at least 4 years in the preceding 9 years, important responsibilities in a public institution of scientific, cultural and professional character (EPSCP), in areas specified in Article 46-5° of the reference decree;

- within the limit of a number of posts fixed by decree of the Ministry responsible for higher education, competitions are reserved for MCFs and equivalent teacher-researchers who have completed, for less than 5 years, on 1 January of the year of the competition, a term of office as university president or statutory vice-president (Article 46(1));
- through the national competition for the aggregation of higher education in the legal, political, economic and management disciplines (Articles 48 to 49-2); by transfer; if the duration of the assignment in the institution is less than three years, the candidates must obtain the agreement of their head of institution given after the opinion of the academic council or board of directors sitting in a formation restricted to university professors and, where appropriate, of the director of the ITU (Article 51).

3. 2. CONDITIONS OF RECRUITMENT

3. 2. 1. RECRUITMENT OF LECTURERS

They are recruited by open competitions per institution. They must either:

- be placed on a Master of Conferences (MCF) Qualification List (unless registered with the University Professors (PR));
- be a teacher-researcher at a level equivalent to that of the job to be filled, in a higher education institution of a State other than France (it is the scientific council sitting in a formation restricted to teacher-researchers which decides on the level of candidates on the basis of a report drawn up by two specialists in the discipline concerned, one of whom is outside the institution).

To apply for an entry on an MCF Qualification List, applicants must meet one of the following conditions:

- hold, not later than the deadline set by order of the Minister for Higher Education for sending the dossier to the rapporteurs provided for in the second paragraph of Article 24 of the reference decree, the doctorate or the authorization to conduct research (HDR.). The National Council of Universities (CNU) may grant exemption from the doctorate for certain university diplomas, qualifications and qualifications of equivalent level;
- justify, on 1 January of the year of enrollment, at least 3 years of actual professional activity in the preceding 6 years (the activities of teachers, the activities of researchers in public scientific and technological institutions or the activities mentioned in III of Article 25 of the Law of 13 July 1983 or in Article 2 of Decree No 2007-658 of 2 May 2007 are not taken into account);
- be a full-time associate teacher;
- be detached into the body of the MCF;
- belong to a body of researchers under Decree No. 83-1260 of 30 December 1983.

3. 2. 2. RECRUITMENT OF UNIVERSITY PROFESSORS

They shall be recruited:

- in all disciplines by open competitions per institution;
- in addition, in legal, political, economic and management disciplines, through national competitions for higher education aggregation.

They must, for the competitions provided for in Article 46(1), (2) and (4) of the reference decree, either:

- be placed on a list of qualifications for the functions of PR, it being noted that full lecturers and teachers-researchers treated as such are exempt from being placed on the list of qualifications for the functions of professor at universities,
- be a teacher-researcher at a level equivalent to that of the job to be filled, in a higher education institution in a State other than France (it is the Scientific Council in restricted training which decides on the level of candidates on the basis of a report drawn up by two specialists in the discipline concerned, one of whom is outside the institution).

In order to be placed on a PR Qualification List, candidates must meet one of the following conditions:

- be entitled to conduct research (HDR.) by the deadline set by order of the Minister for Higher Education for sending the dossier to the rapporteurs provided for in the second paragraph of Article 45 of the Reference Decree. The state doctorate is accepted as an equivalence of the authorization to conduct research. Holders of university degrees, qualifications and qualifications of equivalent level may be exempted from possession of the authorization to conduct research by the National Council of Universities.
- justify, on 1 January of the year of enrollment, at least 5 years of actual professional activity in the preceding 8 years (the activities of teachers, the activities of researchers in public scientific and technological institutions (EPST) or the activities mentioned in Section III of Article 25 of the Law of 13 July 1983 or in Article 2 of Decree No 2007-658 of 2 May 2007 are not taken into account);
- be a full-time associate teacher;
- be detached into the PR corps;
- belong to a body of researchers similar to university professors.

3. 3. PROCEDURE

3. 3. 1. SYNCHRONIZED SESSION

The Board of Directors (GC) determines the use of the job, the opening, the article of the recruitment competition and the job profile. The timetable for the recruitment process for this session is decided at the national level by the Ministry.

The Board of Directors in a restricted formation (CAFR) for teacher-researchers shall determine the number of members of the selection committees and the minimum number of members chosen from among the members of the discipline concerned.

The composition, chairmanship and vice-chairmanship of the SOC's are then decided by the CAFR on a proposal from the Director of the UTC. This composition shall be made public before the work of the SOC begins.

The posts are published on the application of the Ministry of Higher Education and Research (Galaxy).

For each job open to recruitment:

- the admissibility of cases is examined by the recruitment unit of the institution's HRD;
- the latter shall then be forwarded to the chairman of the selection committee, who shall appoint two rapporteurs for each of them. At least two meetings are organized: the first to determine the list of candidates to be interviewed; the second for hearings and the ranking of candidates; the SOC proposal is forwarded to the LRB who decides on the final proposal (a candidate or a ranking of candidates). The Management Board sitting in a restricted meeting shall be informed of the name of the selected candidate or of the list of candidates proposed by the SOC. Except where the Board issues a reasoned adverse opinion, the Director shall address the proposal to the Ministry.

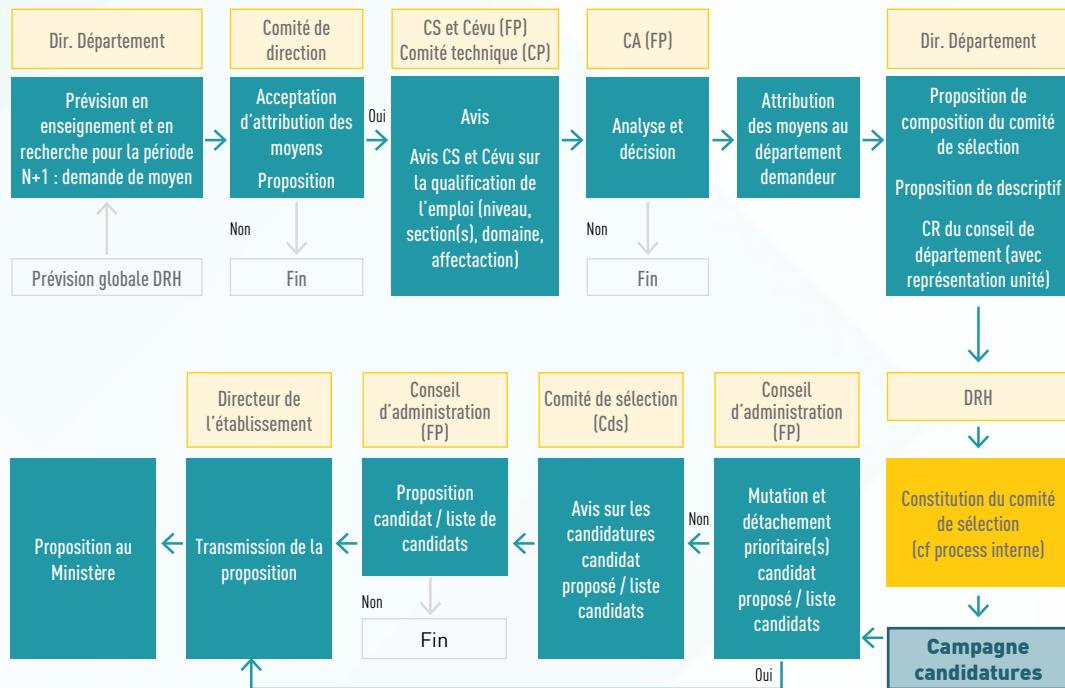


- By way of derogation from the provisions referred to above, the CAFR shall give priority consideration to applications for transfer and posting of persons who fulfill the conditions laid down in Articles 60 and 62 of the Law of 11 January 1984 (officials separated from their spouses for professional reasons and officials recognized as disabled workers), before examination by the selection committee.

3. 3. 2. WATERCOURSE SESSION

The procedure is identical to the synchronized session procedure described above but according to a specific schedule established by the institution, with publication in the GALAXIE application.

Processus de recrutement d'un enseignant-chercheur titulaire à l'UTC



Line No. Selection Committee for University Professor Position - UTC General Provisions	
1	Numerical composition - PR item - 10 members with the following tolerance: 8 members threshold floor ; 12 members threshold ceiling
2	Head of department the head of department shall be a member of the committee, failing a representative, on the basis of a reasoned opinion from the board of department
3	Head of unit the head of unit shall be a member of the committee, failing which a representative, on the basis of a reasoned opinion from the Council of Unit
4	Chairman and Vice-Chairman of the Committee the chairman shall be appointed from among the external members, except where justified by exception, the vice-chairman shall be appointed from among the members of the institution, unless justified by exception
5	Discipline at least 2/3 of the disciplinary specialists shall be selected
6	External member(s) the number of external members is strictly higher than that of the members of the establishment. Former UTC staff may be proposed as external members at least 3 years after their departure, unless a reasoned exception is made
7	Membership List - proposal the membership list includes name + first name + status (grade) + section + discipline taught or research + institution + email address
8	CV - external members In support of the membership list, the CV of external members is mandatory
9	Mandatory additional list until the first meeting of the selection committee (minimum 2 internal members - minimum 3 external members)
10	Impartialité needed for all members
11	Gender Parity: a minimum of 40% of each sex and at least two persons of each sex. A decree of the Council of State establishes the list of disciplines in which the minimum proportion of 40 per cent may be waived, taking into account the gender distribution of the teacher-researchers, and the minimum proportion of exceptions to be observed in each of these disciplines.

Line No. Selection Committee for a Senior Lecturer Position - UTC General Provisions	
1	Numerical composition - MCF position - 12 members with the following tolerance: 10 members threshold floor ; 14 members threshold ceiling
2	Head of department the head of department shall be a member of the committee, failing a representative, on the basis of a reasoned opinion from the department office
3	Director of the unit the director of the unit shall be a member of the committee, failing a representative, on the basis of a reasoned opinion from the unit council
4	Chairman and Vice-Chairman of the Committee the chairman shall be appointed from among the outside members, unless there are reasoned exceptions, the vice-chairman shall be appointed from among the members of the institution, unless there are reasoned exceptions
5	Discipline at least 2/3 of the disciplinary specialists shall be selected
6	External member(s) the number of external members is strictly higher than that of the members of the establishment. Former UTC staff may be proposed as external members at least 3 years after their departure, unless a reasoned exception is made
7	Membership List - proposal the membership list includes name + first name + status (grade) + section + discipline taught or research + institution + email address
8	CV - external members In support of the membership list, the CV of external members is mandatory
9	Mandatory add-on list until the first selection committee meeting (minimum 2 internal members - minimum 3 external members)
10	Impartialité needed for all members
11	Gender Parity: a minimum of 40% of each sex and at least two persons of each sex

Note: The committees set up to fill a post of lecturer shall be composed of lecturers and similar lecturers and professors from universities and similar institutions.

4. SECONDARY SCHOOL TEACHERS

References

Education Code,

Decree No. 72-581 of 4 July 1972 on the special status of certified teachers.

Decree No. 72-580 of 4 July 1972 on the special status of associate professors of secondary education;

Recruitment shall be based on a post allocated for that purpose during the employment campaign.

Associate teachers participate in educational activities mainly by providing a teaching service. They serve in preparatory classes for the high schools, in high school classes, in training establishments and, exceptionally, in college classes. They may also be posted to higher education institutions.

Certified teachers are involved in educational activities, mainly by providing teaching services in secondary schools and training establishments. They may also provide certain courses in higher education institutions.

4. 1. CONDITIONS

Jobs are open:

- assignment for officials of the Ministry of National Education in the corps of associate professors, certified professors, professors of vocational lycée (PLP) or professors of physical education and sport (PEPS) in activity, availability, secondment or various leave;
- on secondment for category A officials (non-teachers), teaching staff from a ministry other than national education and school teachers.

4. 2. PROCEDURE

The Board of Directors (GC) determines the use, publication and general profile of the position.

Each job open to recruitment is published on the UTC website.

Candidates must submit their applications on the application of the Ministry of Higher Education and Research (GALAXIE).

The recruitment schedule is set by the Ministry of Higher Education and Research in two annual campaigns.

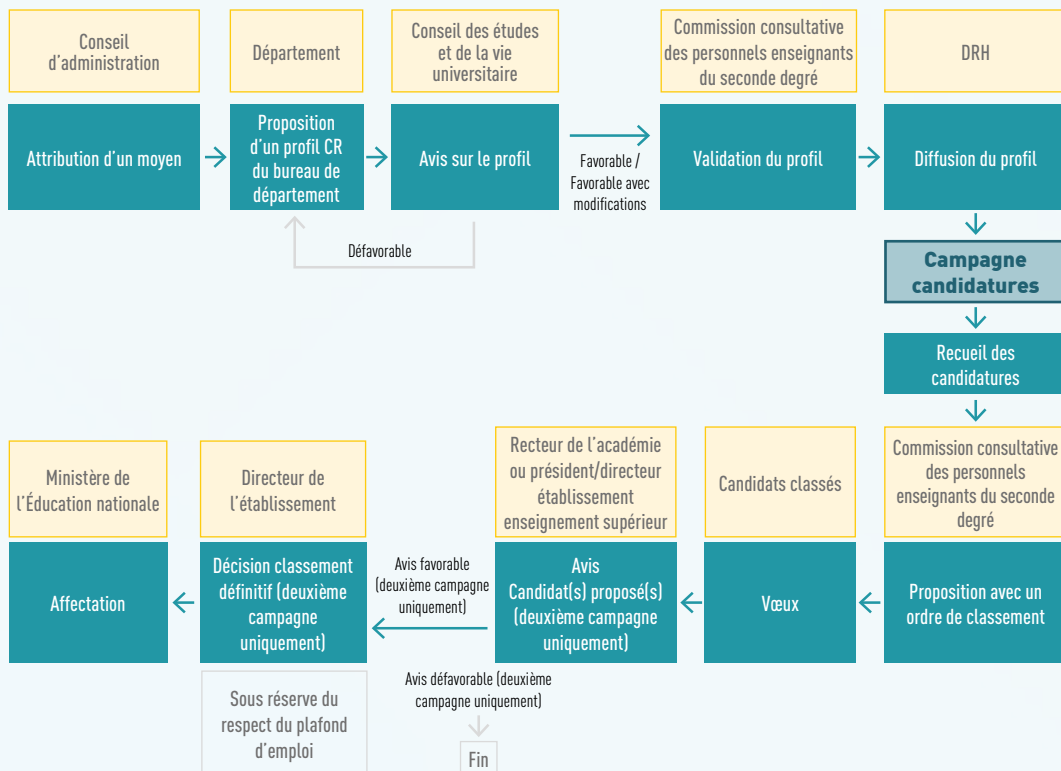
The director of the UTC sets up a commission for each job on the recruitment of secondary teachers.

For each job open to recruitment:

- the admissibility of the files transmitted is checked by the recruitment unit within the institution's HRD;
- the recruitment committee shall examine the applications, call the candidates to an interview and hear them;
- the list of candidates ranked by this commission is proposed to the Director of the UTC.

The Director shall make available to the Ministry of Higher Education and Research the list of ranked candidates and then the acceptance of the successful candidate via the GALAXIE application.

Processus de recrutement d'un enseignant titulaire à l'UTC à partir de l'autorisation du poste



5. ASSOCIATE TEACHERS AND RESEARCHERS

Références

Education Code,

Decree No. 85-733 of 17 July 1985 on lecturers and professors of associate or invited universities;

Note DGRH A1 2/CL 2011-0296 of 22 August 2011 on deconcentration in the recruitment and management of associate teachers.

Recruitment shall be based on a post allocated for that purpose during the employment campaign. Association is a situation where a professional can perform part-time or full-time teaching and research duties.

Associated teachers are contract staff, as specified in Article L952-1 of the Education Code, which explicitly classifies associate teachers in the category of temporary contract staff.

The age limit for contract staff employed by State administrations and their public establishments not having an industrial or commercial character is 67 years (Article 6(1) of Law No 84-834 of 13 September 1984 on the age limit in the civil service and the private sector). This age limit therefore applies to associate teachers. They may nevertheless benefit from the reductions in the age limit provided for by law and subject to fulfillment of the conditions.

They shall perform teaching and research functions corresponding to those assigned to the members and which, as a result, have the same service obligations as those applicable to teachers-researchers in the same category.

5. 1. CONDITIONS

5. 1. 1. FULL-TIME APPOINTMENT

Applicants of French or foreign nationality must meet at least one of the following conditions:

- demonstrate professional experience, other than teaching activity, directly related to the specialty taught of at least 7 years in the 9 years preceding January 1st of the year of recruitment for an MCF or 9 years in 11 years preceding January 1st of the year of recruitment for a PR;
- hold a doctorate degree: the state doctorate, the postgraduate doctorate and the diploma of engineer are admitted as equivalents to the doctorate (see Article 23 of Decree No 84-431 of 6 June 1984, as amended).

The service obligations of associate teachers in full-time positions correspond to the service of teaching teachers in the same category. Full-time associate teachers may not be employed simultaneously as public officials.

5. 1. 2. PART-TIME APPOINTMENT

Applicants of French or foreign nationality must have demonstrated for at least three years:

- a principal occupation, other than teaching, which must be stable and financially sufficient, throughout the duration of the association, in order to ensure their regular income. The level of remuneration for the activity is, more than the number of hours worked, a decisive criterion for assessing whether the activity can be regarded as principal. This remuneration must therefore be higher than that of associate lecturer or professor, as the case may be.
- professional experience directly related to the specialty taught.

These two conditions are **cumulative**.

In the case of public officials, they must obtain authorization from the hierarchical authority to which they belong. Staff members working in an educational or research institution may not be appointed part-time associate teachers.

Part-time associate teachers are required to provide teaching and research services equal to half that of regular staff in the same category.

The termination of their principal activity shall automatically entail the termination of the contract of association at the end of the current academic year.

5. 2. PROCEDURE

The Board of Directors (GC) determines the use of the job and job profile.

The recruitment schedule shall be determined by the institution.

Each job open to recruitment is published on the UTC website.
Candidates must submit their application files on the UTC application.

For each job and concerning the Selection Committee, the composition, the presidency and the vice-presidency are decided by the CAFR on a proposal from the director of the UTC.

For each open job:

- the admissibility of the files transmitted is verified by the recruitment unit within the institution's HRD.
- the selection committee shall examine the applications, call the candidates for an interview and interview them and then forward a proposal from one or more candidates ranked to the CAFR.
- After examination, the CAFR makes a recruitment proposal setting the remuneration level for the Director.

In the case of foreign personalities, particular attention should be paid to the conditions of residence for obtaining a scientific visa and to the administrative procedures and time limits for obtaining a visa.



Acts relating to the appointment of lecturers and the retention or renewal of the duties of full-time or part-time associate professors or lecturers shall be the responsibility of the Director.

The associate professors are appointed by decree issued by the President of the Republic and published in the Official Journal.

6. CONTRACT TEACHER-RESEARCHERS (TCES)

Education Code

Law 84-16 of 11 January 1984 laying down statutory provisions relating to the civil service of the State, Decree 86-83, as amended, of 17 January 1986 on the general provisions applicable to contract agents of the State,

Decree 2019-1414 of 19 December 2019 on the recruitment procedure for filling permanent civil service posts open to contract agents,

HR Excellence in Research Label: Recruitment process 'OTM-R',

Deliberation of the UTC Board of Directors dated 14 October 2021 on the approval of the ECC Management Framework.

The contract teacher-researcher (TCE) carries out teaching and research tasks. The hourly teaching volume is 192 HETD or equivalent combination and the hourly research volume is 803.50 h. It should be noted that these hourly volumes are fixed for a full academic year, with a pro-rata of teaching hours being carried out where appropriate.

6. 1. CONDITIONS

The use of ECCs occurs when the desired profile is atypical (particular specialty, industrial profile ...) or when the support (replacement) or the mode of financing induces the status of the future recruit (use of the original endowment, chair, apprenticeship ...)

Particular attention in the development of the profile is required from departments in defining the need and in describing the functions performed.

There is no a priori qualification requirement. This is defined on a case-by-case basis. It is however recommended a bac level + 5 minimum.

The duration of the contract is 3 years, renewable for a permanent mission.

6. 2. PROCEDURE

The Board of Directors (GC) determines the use of the job and job profile.

The recruitment schedule is set by the UTC.

For each job and concerning the Selection Committee, the composition, the presidency and the vice-presidency are decided by the CAFR on a proposal from the director of the UTC.

The job is published on the UTC website. In accordance with Article 2(4) of Decree No. 2019-1414 of 19 December 2019, **a minimum publication period of one month is to be provided.**

Candidates must submit their application files on the UTC application.

The admissibility of applications is checked by the recruitment unit of the institution's HRD. The files are then forwarded to the ad hoc selection committee, which reviews the files, summons and interviews the successful candidates.

At the end of the recruitment procedure, candidates are informed of the outcome of their application. The UTC Director decides on the next steps.

7. CONTRACT TEACHERS

References

Education Code, in particular Article L.712-3,

References

Law 84-16 of 11 January 1984 laying down statutory provisions relating to the civil service of the State, Decree 86-83, as amended, of 17 January 1986 on the general provisions applicable to contract agents of the State,

Decree 2019-1414 of 19 December 2019 on the recruitment procedure for filling permanent civil service posts open to contract agents,

Deliberation of the UTC Board of Directors dated 14 October 2021 on the approval of the ECC Management Framework.

Recruitment shall be based on a post allocated for that purpose during the employment campaign.

The contract teacher carries out teaching tasks. The hourly teaching volume is 384 HETD.

It should be noted that these hourly volumes are fixed for a full academic year, with a pro-rata of teaching hours being carried out where appropriate.

7. 1. CONDITIONS

The use of CEs occurs when the profile sought is atypical (particular specialty ...) or when the support (replacement) or the method of financing induces the status of the future recruit (use of the original allocation, learning ...)

Particular attention in the development of the profile is required from departments in defining the need and in describing the functions performed.

There is no a priori qualification requirement. This is defined on a case-by-case basis. It is however recommended a bac level + 5 minimum.

The duration of the contract is 3 years, renewable for a permanent mission.



7. 2. PROCEDURE

The Board of Directors (GC) determines the use of the job and job profile.

The recruitment schedule is set by the UTC.

For each job and concerning the Selection Committee, the composition, the presidency and the vice-presidency are decided by the CAFR on a proposal from the director of the UTC.

The job is published on the UTC website. In accordance with Article 2(4) of Decree No. 2019-1414 of 19 December 2019, **a minimum publication period of one month is to be provided.**

Candidates must submit their application files on the UTC application.

The admissibility of applications is checked by the recruitment unit of the institution's HRD. The files are then forwarded to the ad hoc selection committee, which reviews the files, summons and interviews the successful candidates.

At the end of the recruitment procedure, candidates are informed of the outcome of their application. The UTC Director decides on the next steps.

8. TEMPORARY TEACHING AND RESEARCH ATTACHÉS

Reference

Decree No. 88-654 of 7 May 1988 on the recruitment of temporary teaching and research assistants in public higher education institutions.

The contract of ATER allows for the preparation of a thesis or for the recruitment competitions for higher education while teaching, as a contract agent. Teaching of 128 hours of courses or 192 hours

of tutorials (TD) or 288 hours of practical work (TP) per year or equivalent combination shall be provided.

ATER also participates in the various obligations involved in its teaching activity: student supervision, knowledge testing and examinations.

8. 1. CONDITIONS

May apply:

- civil servants and trainees in category A of the State, regional or local authorities or of a public institution dependent on them, who are registered for the preparation of a doctorate or an HDR. or who undertake to take part in a competition for higher education;
- former teaching and research recipients (contract doctoral candidates) who have ceased to hold office for less than one year, hold a doctorate and undertake to apply for a higher education recruitment competition;
- teachers or researchers of foreign nationality who have held teaching or research positions in a foreign higher education or research institution for at least two years, holding a doctorate;
- former instructors recruited as part of the higher education initiation instructor (contract doctoral students with complementary teaching), holding a doctorate and undertaking to take part in a higher education recruitment competition;
- students who have not completed their doctorate; in this case, the thesis supervisor must attest that the thesis can be supported within one year;
- holders of a PhD or an authorization to conduct research committing themselves to a higher education recruitment competition.
- The duration of the contract varies according to the reason for the recruitment in accordance with Decree No. 88-654 of 07 May 1988 on the recruitment of Temporary Teaching and Research Attachés.

8. 2. PROCEDURE

An annual recruitment campaign specific to ATER contracts shall be organized according to a timetable set by the institution.

The job vacancies are published on the website of the Ministry of Higher Education and Research (GALAXIE).

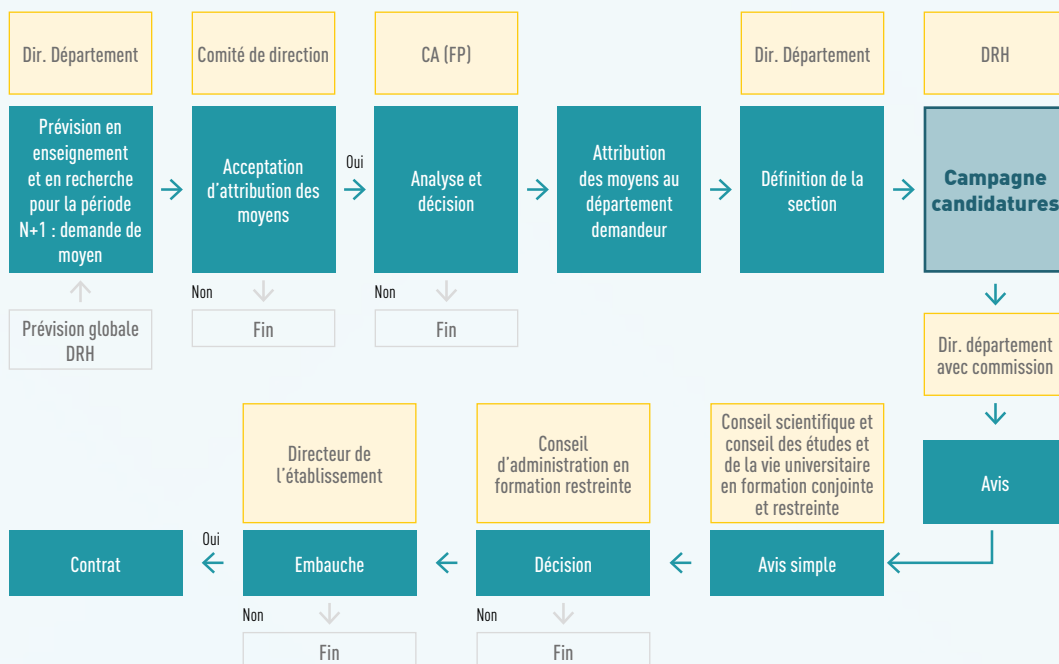
Applicants must register on the GALAXIE application. At the same time, applicants must submit their application files on the UTC application.

The admissibility of the files transmitted is verified by the recruitment unit of the institution's HRD. The files shall be forwarded to the Head of Department assisted by a committee on the recruitment of ATERs.

The department shall forward a proposal for the ranking of the successful candidates. This proposal shall be submitted to the institution's authorities. The Board of Directors, in a restricted faculty-scientist formation, provides advice on the proposed ranking.

At the end of the recruitment procedure, candidates are informed of the outcome of their application. The UTC Director decides on the next steps.

Processus de recrutement d'un ATER à l'UTC



9. DOCTORAL CONTRACT

Reference

Decree No. 2009-464 of 23 April 2009 on contract doctoral students from public higher education or research institutions,

Order of 26 December 2022 amending the Order of 29 August 2016 fixing the amount of remuneration of the contract doctoral student

The activities entrusted to the contract doctoral candidate may be exclusively devoted to research related to the preparation of the doctorate but may also include complementary activities: education, dissemination of scientific and technical information, promotion of research, advisory or expert missions for companies or public authorities.

These provisions must be clearly indicated in the doctoral student's contract.

9.1. CONDITIONS

The effective date of the doctoral contract may be within one year of the first doctoral registration.

The initial term of the doctoral contract shall be 3 years and may not be less than that.

Extensions of the doctoral contract are exceptionally possible and are considered on a case-by-case basis.

If the doctoral registration is not renewed, the contract is automatically terminated.

9.2. PROCEDURE

The doctoral school puts research topics funded or eligible for funding online. Applications are pre-selected by the thesis department and then validated by the laboratory department. After hearing,

the doctoral school shall draw up a ranking of candidates and grant admission to doctoral studies for the candidates finally selected.

In order to initiate the recruitment process, the host laboratory of the future doctoral student completes the application form for authorization of recruitment. These elements are then transmitted to the HRD for validation and formalization of the employment contracts.

9. 3. COMPLEMENTARY ACTIVITIES

The contract doctoral student service may be devoted exclusively to research activities related to the preparation of the doctorate or include, in addition to these research activities, complementary activities.

These complementary activities may include:

- a teaching mission, including in the field of continuing education, the annual duration of which may not exceed 64 TD/TP hours;
- a mission in the fields of dissemination of scientific and technical information and exploitation of research results, the annual duration of which may not exceed 32 working days;
- a mission of expertise carried out in an undertaking, a local authority, an administration, a public institution, an association or a foundation whose annual duration cannot exceed 32 working days.

Finally, it is recalled that contract doctoral students may not engage in any other teaching, expertise or other activity other than those previously mentioned in the context of the doctoral contract.

9. 4. REMUNERATION

The detailed rules are laid down in the order of 29 August 2016 fixing the amount of the remuneration of the contract doctoral student.

This remuneration shall include:

- a minimum fixed principal remuneration,
- additional remuneration calculated on the basis of the number of hours represented by the additional missions carried out under the doctoral contract.



10. TENANTS

Reference

Decree No. 87-889 of 29 October 1987 on the conditions of recruitment and employment of individual contractors for higher education.

The principle is that this activity must remain ancillary to their main activity.

10. 1. VACANT INSTRUCTORS OR LECTURERS

Candidates for recruitment as a temporary lecturer must meet a requirement of scientific, cultural or professional competence and experience in order to be recruited.

French or foreign public figures must carry out a main professional activity consisting of:

- or in the direction of an undertaking;
- an activity as an employed person of at least 900 hours per year, over the last 12 months and justified by an employer's certificate (or 300 hours of teaching);
- or as a self-employed activity subject to the Territorial Economic Contribution (TEC; ex. business tax) or whose exercise enables them to withdraw their means of subsistence which have been regular for at least 3 years.

This main occupational activity must be carried out in an effective and stable manner and must provide them with regular means of subsistence. If they lose their main professional activity, they may nevertheless continue their teaching duties for a maximum of one year.

Self-employed entrepreneurs must meet certain conditions, identical to those applying to all entrepreneurs and self-employed workers, namely:

- primarily engage in the activity for which they set up their sole proprietorship and clearly mention the activity in question (since self-entrepreneurship is not an activity but a simplified social and tax system which allows for the conduct of various activities);
- have skills that cannot be questioned. For this reason, in the case of the recent establishment of a self-employment undertaking, it is sometimes necessary to examine the previous professional background and other activities which the person concerned may pursue in parallel before recruiting the latter;
- be subject to the territorial economic contribution or have regular income guaranteeing livelihoods for at least three years.

10. 2. TEMPORARY STAFF ON TEMPORARY CONTRACTS

These may include:

- students who are preparing for a 3th cycle diploma and do not have a doctoral contract;
- pensioners, pre-pensioners or persons on leave from service who have not reached the age limit on 1 September of the academic year of the contract (67 years) of the private or public sector, provided that they have, at the time of leaving their duties, been engaged in a principal activity outside the institution and that they only provide occasional holidays or teach in the disciplines mentioned by the decree of 27 July 1992, namely: legal, economic and management disciplines - languages - mathematics and application of mathematics - informatics - physical sciences for engineer, mechanical engineering, civil engineering, chemical engineering - earth sciences.

10. 3. DUTY OF SERVICE

- Vacant instructors may provide courses, tutorials or practical work. When they are recruited from among the officials mentioned in Article 25-1 of Law No. 82-610 of 15 July 1982 on guidance and programming for research and technological development in France, they may not provide more than sixty-four hours of courses, ninety-six hours of supervised work or one hundred and forty-four hours of practical work annually.

- Temporary staff on contract (graduate students, retired staff, etc.) may perform supervised work or practical work. In total, their service in one or more establishments shall not exceed 96 hours of supervised work or 144 hours of practical work or any equivalent combination.

10. 4. PROCEDURE

The Training and Pedagogy Directorate (DFP) is in charge of the implementation of case monitoring.

It is the responsibility of the departments and the DFP to implement the procedure for recourse to contractors and to verify that the candidates meet the recruitment conditions laid down by the reference decree, by requesting, where necessary, the expertise of the DRH.

The complete files are managed in full by the CRD according to a document «assistance in the constitution of the contractor file» provided to the contractors.

10. 5. EXCLUSIONS

May not be recruited:

- ATERs, graduate students or doctoral students, registered for or holding an authorization to conduct research, including if they are recruited on a part-time basis by the institution;
- Contract doctoral students, with or without additional teaching activity, benefiting from a doctoral contract with the institution;
- University professors and lecturers of the institution;
- Academic faculty researchers on research and thematic conversion leave;
- Job seekers: except for persons who lose their principal employment during the academic year. In that case only, they could continue their activity as a contractor in the establishment until the end of the year concerned;
- Pensioners aged between 65 and 67 (age limit to be checked on a case-by-case basis according to the development of the relevant legislation);
- Pensioners who have been principally employed in the establishment at the time of retirement.

10. 6. REMUNERATION

The remuneration shall be paid after service on presentation of the final statement of service. The contract, even if signed, is not sufficient to pay for the hours mentioned therein.

The rate of pay is for overtime.

The remuneration may not include any additions, such as:

- Transport premium;
- Family Treatment Supplement;
- Paid leave allowance.

Aide à la constitution du dossier de vacataire

Situation professionnelle au 01/09 de l'année universitaire	Pour justifier votre situation au 01/09 veuillez joindre obligatoirement les documents demandés
CHARGES D'ENSEIGNEMENT VACATAIRES	
VOUS VENEZ DU SECTEUR PRIVE	
1 - Vous exercez une activité salariée : vous devez justifier d'au moins 900 heures de travail/an et d'un revenu au moins égal au SMIC	Attestation de l'employeur principal datée de moins de 3 mois, signée et tamponnée
2 - Vous exercez une activité non salariée : Travailleur indépendant, Profession libérale, Auto-entrepreneur, etc Vous devez justifier des moyens d'existence réguliers depuis au moins 3 ans (montant au moins égal au SMIC)	<ul style="list-style-type: none"> ✓ Copie des 3 derniers avis d'imposition (la 1ère page uniquement) ✓ Copie de la notification d'immatriculation à un registre professionnel (Indication du N° de SIRET obligatoire)
3 - Vous exercez une activité de chef d'entreprise	<ul style="list-style-type: none"> ✓ Attestation de l'entreprise datée de moins de 3 mois signée et tamponnée ✓ Extrait Kbis de moins de 3 mois ou identifiants SIREN/RAM
VOUS VENEZ DU SECTEUR PUBLIC	
1 - Vous êtes titulaire : Vous devez obligatoirement être autorisé par votre employeur principal à effectuer des activités accessoires.	Autorisation de cumul d'activités établie par votre employeur principal
2 - Vous êtes non titulaire (contractuel) : vous devez être autorisé par votre employeur principal à effectuer des activités accessoires et bénéficier d'un contrat d'au moins 900 heures sur l'année universitaire	Attestation originale de l'employeur principal datée de moins de 3 mois, signée et tamponnée
3 - Vous êtes fonctionnaire détaché, mis à disposition ou délégué auprès d'une entreprise ou d'un organisme concourant à la valorisation de travaux de recherche	Copie de l'arrêté de détachement
AGENTS TEMPORAIRES VACATAIRES	
1 - Vous êtes étudiant : vous devez préparer un diplôme de 3ème cycle de l'enseignement supérieur et ne pas bénéficier d'un contrat de doctorant contractuel	Copie du certificat de scolarité et attestation d'inscription à la préparation d'un diplôme de 3ème cycle
2 - Vous êtes retraité : vous devez bénéficier d'une pension de retraite et ne pas avoir exercé vos fonctions dans l'établissement. Attention : limite d'âge 67 ans	Copie du titre de pension

D'autres documents vous sont demandés dans l'application Merci de les télécharger en PDF uniquement et un seul PDF par fichier.

11. ADDITIONAL INFORMATION

11.1. RESTRICTIVE AREAS

Faced with the increased risks of capturing sensitive information resulting from the evolution of knowledge and know-how media towards digital, the State has introduced a mechanism for protecting the scientific and technical potential of the nation (PPST). This is achieved at the UTC through the establishment of Restrictive Regime Zones (RBAs) within which sensitive research activities take place because of their relevance to the competitiveness of the institution or nation. Information on these activities, whatever their form (paper, digital, etc.) is thus protected.

11.2. WHAT IS PPST ?

Protection against economic espionage is the primary objective of the national scientific and technical potential protection scheme (PPST). It aims to protect, within public and private institutions, strategic knowledge and know-how and the sensitive technologies they possess. These regulations provide legal and administrative protection based on controlling access to strategic or sensitive information held.

11.3. WHAT ARE RRZS ?

Premises hosting strategic research or production activities are classified as protected areas, known as RBAs. These may include offices, laboratories or experimental platforms.

Movement within the establishment's RBAs is regulated: only authorized persons have the right to access the RBAs or face criminal penalties.

11.4. IMPACTS ON RECRUITMENT PROCEDURES AT UTC

Access to a restricted area, whether physical or virtual (computer), for the purpose of conducting an internship, preparing a doctorate, participating in a research activity, taking part in training, performing a service or performing a professional activity is subject to authorization by the head of the institution, only after a favorable opinion has been given by the Minister for Higher Education and Research.

Thus, any person conducting a research activity within an RBA or directly linked to the activities it hosts (virtual access) must make an access request.

11.4.1. RESTRICTED ZONE ACCESS REQUEST PROCEDURE

1. the «applicant» formalizes his/her application using a Web form from the institution's PBA application. The granting of access authorization is a prerequisite for the signature of the employment contract or for the applicant's registration for research taking place in an RBA;
2. 'the host', Director of the research unit, responsible for the ZRR, acknowledges receipt of the dossier (this date marks the start of the two-month response period of the UTC) and completes the application with the requested scientific data; The file is then forwarded to the department by the UTC Defense Security Officer (DSF).
3. the Minister, who may speak through the Department's Senior Defense and Security Officer (HFDS), gives notice that he or she will return to the UTC FSD. Where the opinion is favorable, after validation by the 'host', the head of establishment may or may not grant the request for access. Where the opinion is unfavorable, the head of establishment must refuse the application addressed to him. The head of establishment's reply is given in the form of an edition of a decision which is sent to the applicant via the 'host'.

11.4.2. RESPONSE TIME

The Minister has a maximum period of two months to review files requesting access to the PBAs. This period is necessary to ensure that the most sensitive access requests are properly investigated. The Minister may give his answer before the expiry of the time limit, if the investigation of the file

so permits, but a unit director or the head of establishment may not require a ministerial response within a period of less than two months.

If the Minister's opinion is positive, the head of establishment is not required to follow that opinion.

However, if the Minister's opinion is negative, the head of establishment is required to follow that opinion.

> In the case of recruitment for functions within a UTC PBA, it is necessary to take into account this two-month response time from the Department.

GLOSSARY

ATER	Temporary Teaching and Research Attachés
CA	Management Board
CAFR	Academic Council or Board of Directors meeting in formation restricted to teacher-researchers
FP CA	Management Board meeting in plenary session
CDI	Unfixed-term contract
CEVU	Council for university studies and life
COS	Selection committees
CNU	National Council of Universities
CS	Scientific Council
DR	Research Directorate
DFP	Directorate Training and Pedagogy
HRD	Human Resources Department
HDR	Authorization to conduct research
EC	Research Teacher
ECC	Contract research teacher
EPCSP	Public scientific, cultural and professional establishment
EPST	Public scientific and technological establishments
HRS4R	Human Resources Strategy for Researchers
MCF	Lecturers
PLP	Vocational school teachers
PEPS	Teachers of physical and sports education
PR	University professors
RCE	Expanded Responsibilities and Competencies
TD	Controlled work
TP	Practical work

APPENDIX

CODE OF CONDUCT FOR RESEARCHER RECRUITMENT

(EXTRACT FROM THE «EUROPEAN CHARTER FOR RESEARCHERS» - 2005)

The Code of Conduct for the Recruitment of Researchers is a set of general principles and basic conditions that should be applied by employers and/or funders when appointing or recruiting researchers. These basic principles and conditions should ensure respect for values such as transparency of the recruitment process and equal treatment of all applicants, in particular with a view to establishing an attractive, open and sustainable European labor market for researchers. They are complementary to the basic principles and conditions described in the European Charter for Researchers. Institutions and employers adhering to the Code of Conduct will openly demonstrate their commitment to act responsibly and respectfully, and to provide a level playing field for researchers, with the clear intention of contributing to the advancement of the European Research Area.

PRINCIPES GÉNÉRAUX ET CONDITIONS DE BASE CONSTITUANT LE CODE DE CONDUITE

Recruitment

Employers and/or funders should establish open, effective, transparent, favorable, internationally comparable recruitment procedures adapted to the types of positions published. Advertisements should provide a broad description of the knowledge and skills required, and should not be so specialized as to discourage eligible candidates. Employers should include a description of working conditions and rights, including career development opportunities. In addition, the time between the publication of the job offer or the call for applications and the deadline for reply must be realistic.

Selection

Selection committees should bring together diverse expertise and skills, reflect an appropriate gender balance and, where necessary and possible, include members from different sectors (public and private) and disciplines, including from other countries, with appropriate experience to assess the candidate. Where possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Selection committee members should be properly trained.

Transparency

Candidates should be informed, prior to selection, of the recruitment process and selection criteria, the number of positions available and career development prospects. At the end of the selection process, they should also be informed of the strengths and weaknesses of their application.

Judgment of Merit

The selection process should take into account all the experience acquired by the candidates. While focusing on their overall potential as researchers, it must also take into account their creativity and degree of independence. This means that merit should be judged both qualitatively and quantitatively, with an emphasis on outstanding results in a diverse career path and not just on the number of publications.

Accordingly, the importance of bibliometric indicators should be appropriately weighted across a broader range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, research management, innovation and public awareness activities. For applicants from the industrial sector, particular attention should be paid to any contribution to patents, development activities or inventions.

Variations in the chronology of curricula vitae

Career breaks or variations in the chronological order of curricula vitae should not be penalized but should be seen as career development, and thus as a potentially valuable contribution to the career development of researchers towards a multidimensional career path. Applicants should therefore be allowed to submit evidence-based curricula vitae reflecting a representative set of achievements and qualifications appropriate for the position being sought.

Recognition of mobility experience

Any mobility experience, such as a stay in another country/region or in another research institution (public or private), or a change in discipline or sector, either as part of initial research training or

at a later stage of the researcher's career, or a virtual mobility experience, should be considered a valuable contribution to the researcher's professional development.

Recognition of qualifications

Employers and/or funders should provide for the appropriate assessment of the academic and professional qualifications of all researchers, including non-formal qualifications, in particular in the context of international and professional mobility. They should be informed and acquire a full understanding of the rules, procedures and standards governing the recognition of such qualifications and, therefore, explore existing national law, conventions and specific rules on the recognition of such qualifications through all available channels.

Seniority

The levels of qualifications required should be commensurate with the needs of the position and should not be defined as a barrier to entry. Recognition and assessment of qualifications should focus on judging the individual's achievements rather than his or her situation or the reputation of the institution in which he or she acquired the qualifications. Since professional qualifications can be acquired at the beginning of a long career, the pattern of lifelong professional development should also be recognized.

Post-Doctoral Appointments

Institutions that appoint PhD researchers should establish clear rules and explicit guidance for the recruitment and appointment of post-doctoral researchers, including the maximum duration and objectives of these appointments. Such guidance should take into account the time spent in previous post-doctoral appointments in other institutions, and the fact that post-doctoral status should be transitory, with the primary aim of providing additional career development opportunities for a research career in the context of long-term career prospects.



UTC is a french public HE establishment reporting to the national education ministry, assessed regularly by the hceres evaluation council (haut conseil de l'évaluation de la recherche et de l'enseignement supérieur).

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